



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Communications Specialist Supervisor
Posting Number	PN# 103682
Department	Houston Airport System
Division	Marketing, Communications & Community Affairs
Section	Communications
Reporting Location	16930 John F. Kennedy Blvd.*
Workdays & Hours	Varied, normally M – F *

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Write, edit, produce and issue news releases, speeches, fact sheets, bulletins, etc. Perform necessary internal and external research and analysis. Monitor real time news coverage. Assist in organizing events such as news conferences and media visits to HAS facilities. Advise internal customers on their communications needs. Interrelate with staff at all levels throughout HAS to stay aware of potentially newsworthy developments. Produce desktop and web publishing publicity materials as well as event photography.

WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details and colors; recognize sound, tone and pitch; attend to details amid distractions; adjust to interruptions and changes; work at computer terminal for extended periods; adjust to critical and demanding work; write and speak clearly and effectively; project and choose a course of action; produce new ideas and products; apply specialized knowledge; analyze abstract information; deal with people in tense situations; work as a member of a team; work with minimum supervision; operate city vehicles; work in hot, cold, and noisy workplaces; may be required to climb stairs, lift up to forty (50) pounds; extensive walking and standing; travel overnight and out of town. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Art, Design, Communications, Typography or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of professional experience in media, public relations, the art field or a closely related field are required.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Bilingual skills preferred. General knowledge of airline industry or international business experience.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 23	
\$1,602.00 - \$1,856.00 Biweekly	\$41,652.00 - \$48,256.00 Annually

OPENING DATE

MARCH 23, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.